

4 plurality of administrative tasks;
5 an administrator module under control of said control module, the administrator module
6 including instructions for [automated generation of] automatically generating and selectively
7 providing access to administrative reports;
8 a tape management module under control of said control module, the tape management
9 module including instructions for automated management of tape transcription services; and
10 a database accessible by said administrator module and said tape management module,
11 said database including patient information and provider information.

REMARKS

As an initial matter, the Applicant thanks the Examiner for the courtesies extended during the telephonic interview on May 30, 2001.

Claims 1-12 stand rejected under 35 U.S.C. § 101 as being directed to non-statutory subject matter. Office Action, May 8, 2001, ¶¶ 5-6. The Examiner has indicated that claims 13-29 are allowable. Id. ¶ 7. Claims 1-29 remain in the application for consideration.

The Applicant has requested that claim 1 be amended to include the "automatically generating" feature of dependent claim 2 in order to traverse the § 101 rejection. Since the requested amendment merely incorporates into independent claim 1 a feature previously considered in connection with associated dependent claim 2, entry of the amendment would not raise new issues requiring further consideration or search.

The Applicant respectfully submits that, upon entry of the requested amendment, each of the pending claims 1-29 will be in condition for allowance, and requests early notice to that effect.

The Applicant invites the Examiner to contact the undersigned to discuss any matter concerning this application.

The Applicant hereby authorizes the Office to charge any fees or credit any overpayments arising from this communication to Kenyon & Kenyon's Deposit Account No. 11-0600.

Respectfully submitted,

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Appendix

CLEAN VERSION OF PENDING CLAIMS (assuming entry of requested amendment)

1. A computer-based system for automating administrative procedures in a medical office, said system comprising:

a control module including instructions for controlling automated performance of a plurality of administrative tasks;

an administrator module under control of said control module, the administrator module including instructions for automatically generating and selectively providing access to administrative reports;

a tape management module under control of said control module, the tape management module including instructions for automated management of tape transcription services; and

a database accessible by said administrator module and said tape management module, said database including patient information and provider information.

2. The computer-based system of claim 1, wherein said administrator module includes instructions for automatically generating and selectively providing access to one or more reports selected from a group consisting of: departmental management reports; data availability reports; provider workload reports; transcription tape status reports; medical record review status reports; and chart location reports.

3. The computer-based system of claim 1, further comprising a provider module under control of said control module.

4. The computer-based system of claim 3, wherein said provider module includes instructions for automated performance of one or more tasks selected from a group consisting of: providing access to a list of outstanding reports; prioritizing outstanding reports based on workload age; transferring files containing reports to portable storage media; and distributing

incoming reports to providers.

5. The computer-based system of claim 1, further comprising a management module under control of said control module.

6. The computer-based system of claim 5, wherein said management module includes instructions for automatically generating and selectively providing access to one or more reports selected from a group consisting of: departmental chart distribution; appointment listings; identification of charts requiring action; identification of no-show patients; database maintenance statistics; and system backup statistics.

7. The computer-based system of claim 1, further comprising a database management module under control of said control module.

8. The computer-based system of claim 7, wherein said database management module includes instructions for automated performance of one or more tasks selected from a group consisting of: archiving aged records; purging outdated records; transmitting notifications of required actions; managing flow of files into and out of the medical office; maintaining one or more tables containing employee information, provider information, and report types; processing data entry input; and populating tables with data entry input.

9. The computer-based system of claim 1, further comprising a report management module under control of said control module.

10. The computer-based system of claim 9, wherein said report management module includes instructions for automated performance of one or more tasks selected from a group consisting of: populating report forms with patient information; generating headings and standard text entries customized by provider; generating letterhead and signature lines customized by provider; generating boilerplate language required for particular types of

reports; distributing reports; printing reports; and generating and distributing forms in batch mode.

11. The computer-based system of claim 1, wherein said tape management module includes instructions for automated performance of one or more tasks selected from a group consisting of: tracking location of transcription tapes; assigning tapes to transcriptionists; tracking transcribed reports; assigning medical records to reviewers; and tracking documents associated with transcription tapes.

12. The computer-based system of claim 1, further comprising a communications interface, said tape management module being configured to electronically receive files containing transcribed reports using said communications interface.

13. A computer-implemented method for automating administrative procedures in a medical office, said method comprising the steps of:

maintaining an office automation system including a database containing provider information and patient information;

automatically generating administrative reports from the office automation system, populating fields in the reports with information from the database where appropriate; and

managing performance of one or more administrative tasks by an off-site service provider, including managing an electronic information exchange between the off-site service provider and the office automation system and generating reports on tasks assigned to the off-site service provider.

14. The computer-implemented method of claim 13, wherein said step of managing performance of one or more administrative tasks by an off-site service provider comprises managing off-site tape transcription.

15. The computer-implemented method of claim 14, further comprising the step of maintaining information relating to a current workload for each of a plurality of off-site transcriptionists.
16. The computer-implemented method of claim 15, further comprising the step of assigning a transcription tape to an off-site transcriptionist based upon the current workload information.
17. The computer-implemented method of claim 14, further comprising the step of receiving an electronic transmission of a transcribed report from an off-site transcriptionist.
18. The computer-implemented method of claim 13, wherein said method is provided as a subscription service.
19. A storage medium containing a set of instructions for execution by a computer, the set of instructions serving to automate administrative tasks in a medical office, said set of instructions comprising instructions for:
- maintaining an office automation system including a database containing provider information and patient information;
 - automatically generating administrative reports from the office automation system, populating fields in the reports with information from the database where appropriate; and
 - managing performance of one or more administrative tasks by an off-site service provider, including managing an electronic information exchange between the off-site service provider and the office automation system and generating reports on tasks assigned to the off-site service provider.
20. The storage medium of claim 19, wherein said storage medium comprises a portable storage device.

21. The storage medium of claim 19, wherein said storage medium comprises a memory of the computer.

22. A computer-implemented subscription service for automating administrative procedures in a medical office, said subscription service comprising:

maintaining a database at a subscriber service center, said database containing information relating to a plurality of subscribers;

providing each of said subscribers with a computer-based office automation system configured to exchange data electronically with said subscriber service center;

receiving at said subscriber service center a request generated by a subscriber's office automation system for performance of an office administration task;

performing the requested office administration task at said subscriber service center;
and

electronically transmitting information relating to performance of the office administration task back to said computer-based office automation system.

23. The computer-implemented subscription service of claim 22, wherein the requested office administration task comprises transcription of a dictation.

24. The computer-implemented subscription service of claim 23, wherein the information relating to performance of the office administration task comprises a computer file containing a transcription of the dictation.

25. The computer-implemented subscription service of claim 22, wherein the information relating to performance of the office administration task comprises status information.

26. The computer-implemented subscription service of claim 22, further comprising the step of generating a report from the computer-based office automation system using the information relating to performance of the office administration task.

27. The computer-implemented subscription service of claim 22, wherein the requested office administration task comprises chart preparation.

28. The computer-implemented subscription service of claim 22, wherein the requested office administration task comprises report generation.

29. The computer-implemented subscription service of claim 22, wherein the requested office administration task comprises forms generation.